

Oh, what a sight! Google Sites!



<http://sites.google.com/site/tinethelibrarian>

Site developed for this presentation

“Tech Tools with Tine” Webinar Series Presents:

Google Sites

Website Collaboration Tool

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What is Google Sites?

Google sites


Thinking of creating a website?

Google Sites is a free and easy way to create and share webpages. [Learn more.](#)

Create
rich web pages easily

Collect
all your info in one place

Control
who can view and edit



New! [Create a site from dozens of pre-built templates](#)

Sign in with your
Google Account

Email:
ex: pat@example.com

Password:

☐ Stay signed in

[Can't access your account?](#)

[Sign up for Sites](#)

[Sign in with a Google Apps Account](#)

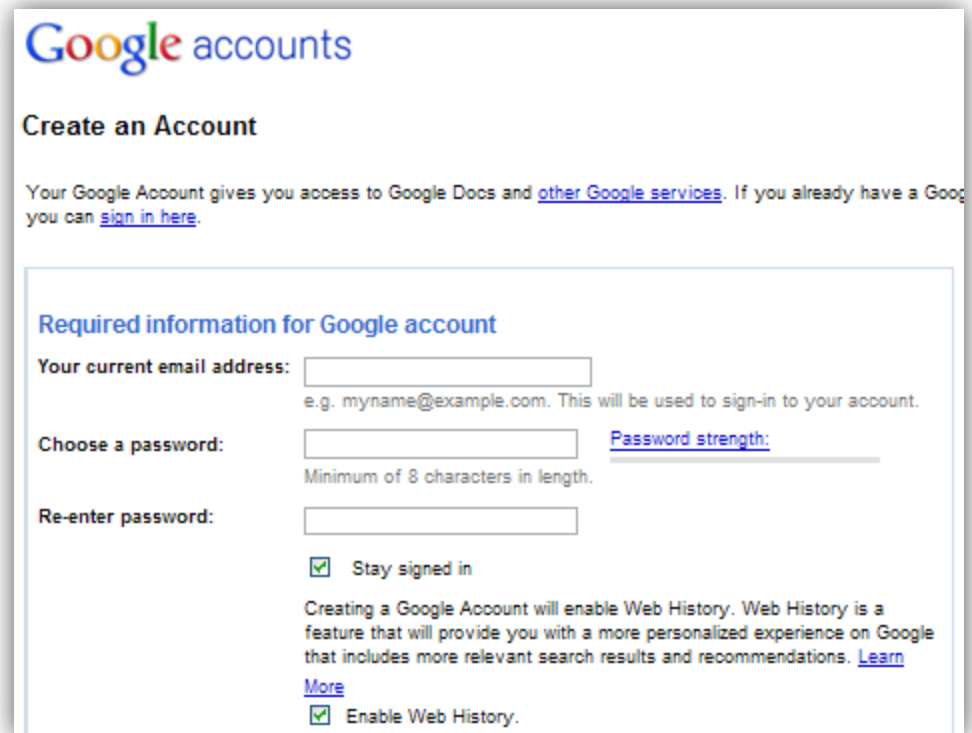
A website creation tool

A content management system

Based on the Google interface

Setting up your account

- Google Account required
- Gmail Account not required



The screenshot shows the Google Accounts 'Create an Account' page. At the top, the 'Google accounts' logo is displayed. Below it, the heading 'Create an Account' is followed by a paragraph explaining that a Google Account provides access to Google Docs and other Google services, with links for 'sign in here' if the user already has an account. The main section is titled 'Required information for Google account' and contains three input fields: 'Your current email address' (with a placeholder example 'myname@example.com'), 'Choose a password' (with a 'Password strength' indicator), and 'Re-enter password'. Below these fields are two checkboxes: 'Stay signed in' (checked) and 'Enable Web History' (checked). A paragraph explains that creating a Google Account enables Web History, which provides a more personalized experience, with a 'Learn More' link.

Google accounts

Create an Account

Your Google Account gives you access to Google Docs and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength:](#)
Minimum of 8 characters in length.

Re-enter password:


☒ Stay signed in

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)


☒ Enable Web History.

Get Started

Choose a **template** to use



Blank template



Classroom site ?


Name your Site:

Your site will be located at this URL:
<https://sites.google.com/site/>
Site URLs can only use the following characters: A-Z

☐ **Choose a theme** (currently: using template de

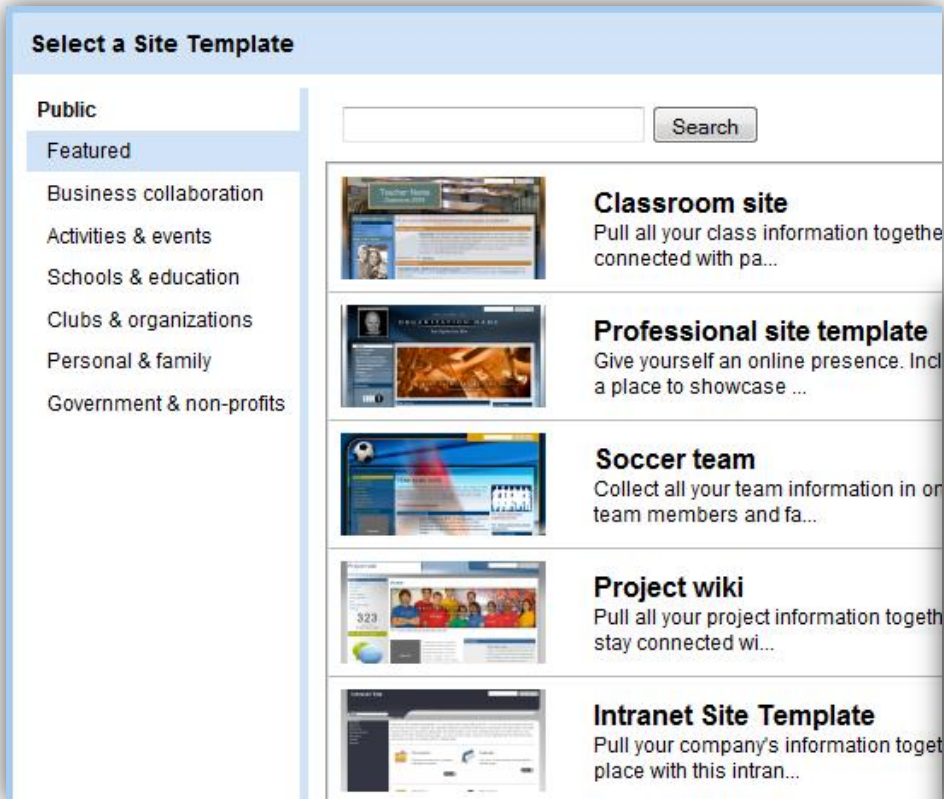
☐ **More Options**

Please type the code shown.



- Templates provide a structure for your site
- Choose a Name for your site
- Default URL will be:
<https://sites.google.com/site/nameofyoursite>
- Themes control the formatting (look and feel of your site)

Templates / Themes



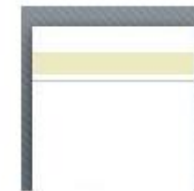
Organized by Type of Site

Many to Choose From

Choose a theme to use or [build your own custom theme](#)



Iceberg
[preview](#)



Open Sky
[preview](#)



Rounders
[preview](#)



Ember
[preview](#)



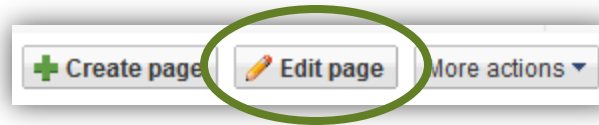
Branches
[preview](#)



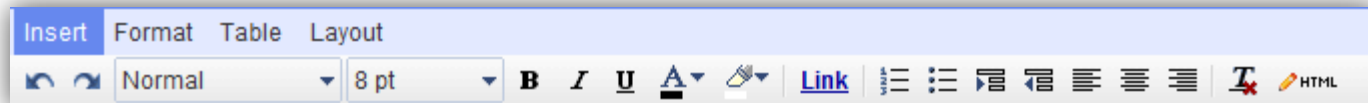
Notebook
[preview](#)

Editing Your Site

- Once site is created, each page must be edited



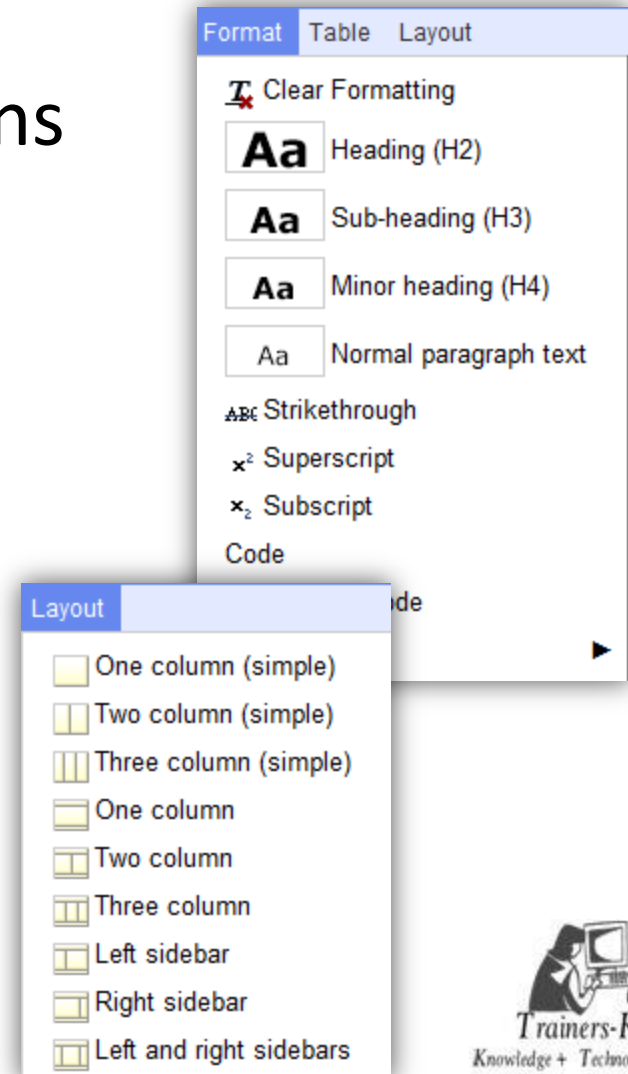
- Familiar Google Docs Tools / Menus provided



- Simply click, type, and format in the “Content Area”

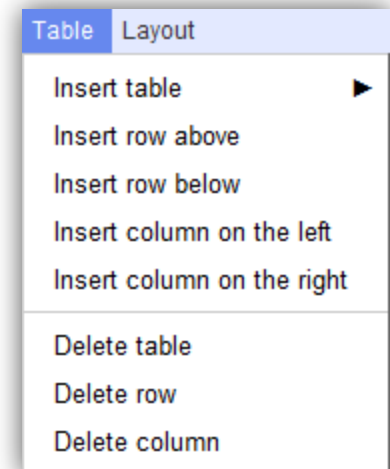
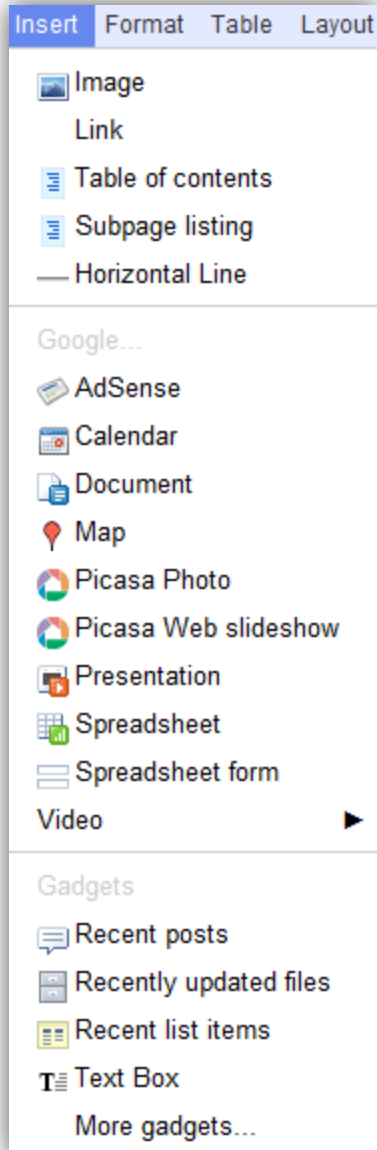
Formatting / Layout

- Additional formatting options are available
- Rearrange the text areas on your site with the Layout Menu



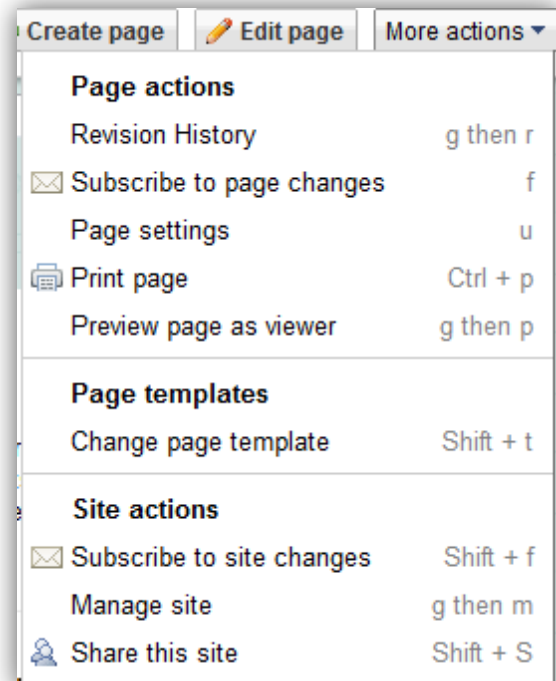
More than Text

- Images
- Calendars
- Google Docs
- Tables
- Gadgets galore!
 - News Feeds
 - Weather
 - MP3 Player



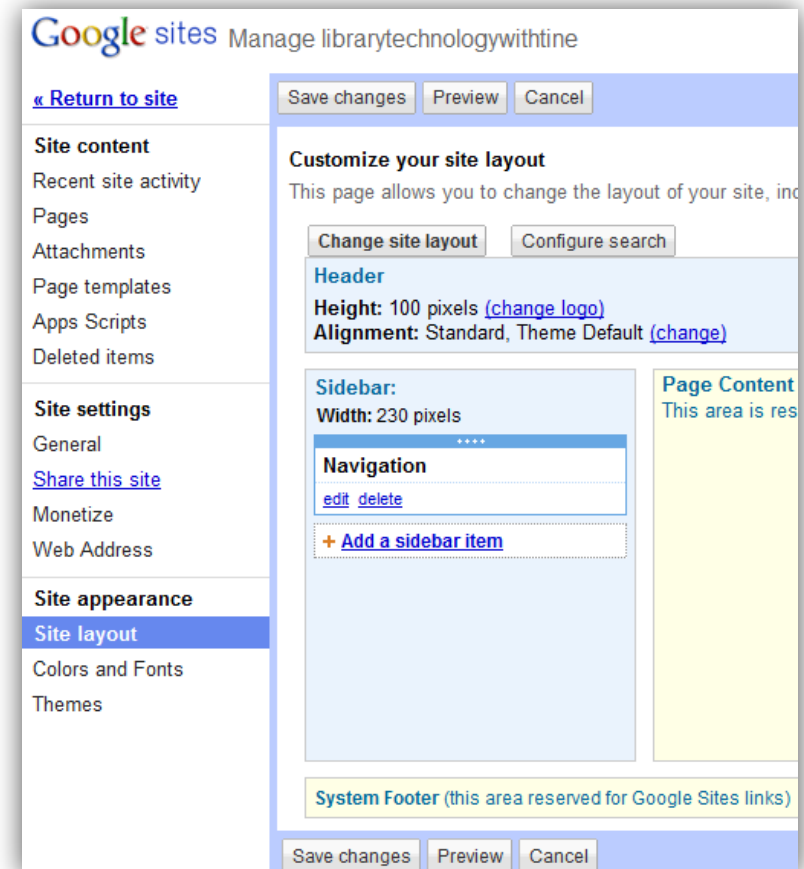
Additional Options

- Check on updates
- Printing
- Manage the structure behind the scenes
- Share editing of the site with others



Managing Your Site

- Back-end access to your site
- Review activity
- Sharing settings
- Adding additional or custom URLs
- Move sidebar
- Add logo
- Edit Navigation bar



How to Share

Sharing settings

Permissions:

	Private - Only the people listed below can access	Change
	Christine Walczyk (you)	Is owner

Add people:

Editors will be allowed to add people and change the permissions. [Change](#)

- Private
 - Others must login to share your documents
- Link
 - Anyone who has a link to your doc can work with your doc
- Public
 - Anyone can work with your document
- 2 levels
 - Editor
 - Viewer

What about Privacy

- Default – everything is private
- Privacy is controlled by how you share your files
- Terms of Service – “right to reproduce”

References and Libraries to Look at

- A High School Library Using Google Sites --
<https://sites.google.com/site/theunquietlibrary/home>
- A Public Library Using Google Sites –
<http://sites.google.com/site/maynardpubliclibrary/Home>
- Using Google Sites for Library Guides --
<http://spencerjardine.blogspot.com/2010/03/using-google-sites-as-library-guides.html>
- Middle School Library Template available --
<https://sites.google.com/site/teacher17/homepage>

Next week...

LinkedIn!

Tech Tools with Tine Webinar presented on March 4th 2011.

Answers to Webinar Q & A

Question	Answer
How many owners/editors can you have for your site?	From Google Help: "You can invite any number of people to share your site, but Google will only send 50 invitations per day. Google will then go through your list of invitees, sending out 50 additional invites per day until we have sent out invites to everyone on your list."
How much space do I have for my site / sites?	From Google Help (FREE level): "Site quota: 100Mb/site; Max attachment size: 20Mb; Pages per site: unlimited" There are other levels of access to Google Accounts for pay that allow for more storage.